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| CUK Ethics Approval checklist (from January 2018) QUESTIONNAIRE RESEARCH |

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|  | *Please copy from application form* |
| Type of project (staff, postgraduate, undergraduate): |  |
| Title of project: |  |
| Name(s) of researcher(s): |  |
| Name of supervisor(s) *(for student research),* line manager or  head of department *(staff research)*: |  |
| Date: |  |

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|  | *Mark* ✓ |
| Answers to Q1-8 should all be **Yes** or **N/A**. If any are **No** and Box A has been completed, has an explanation been provided? |  |
| Answers to Q9-11 should all be **No** or **N/A**.If any are **Yes** and Box A has been completed, has an explanation been provided? |  |
| If answer to Q10 is **Yes,** are further details and contact names provided? |  |
| Answer to Q12 should be **No** or **N/A**. If **Yes**, has Box B been completed? |  |

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| **If Box A is completed,** brief description should include the purpose of the research and the respondents who will complete the questionnaire *(maximum 200 words).* The questionnaire, including the information specified on the last page of the application form, should be included. |  |

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| **If Box B is completed**, attachment should include: |  |
| 1 Title of project |  |
| 2 Purpose of project and its academic rationale |  |
| 3 Respondents: recruitment methods, number, age, sex, exclusion/inclusion criteria |  |
| 4 A clear and concise statement of the ethical considerations raised by the project and how researcher(s) intend to deal with them |  |
| 5 The questionnaire, including the information specified on the last page of the application form. |  |
| Is the application signed to indicate familiarity with BERA or BPS ethical guidelines / code, and BPS Guidelines for Internet Mediated Research if appropriate? |  |
| Is the following information included in the questionnaire? |  |
| 1 Sufficiently clear title of project |  |
| 2 Date |  |
| 3 Introductory paragraph setting out aim of project |  |
| 4 Reason for choice of respondent (i.e. relevant characteristics) |  |
| 5 Submission of completed questionnaire implies that respondent has given informed consent |  |
| 6 How anonymity and confidentiality will be maintained |  |
| 7 How data will be stored securely, and for how long before they are destroyed? |  |
| 8 Contact details for researcher, supervisor/line manager/head of department |  |
| 9 Contact details for sources of help *if relevant.* |  |
| 10 That the CUK Research Ethics Committee [will have] reviewed the project and granted it ethical approval? |  |
| 11 Is the participant thanked for taking part in the project? |  |
| **Is the application complete, signed, with attachments included?** |  |
| Applicant can proceed with project and data collection |  |
| Comments: |  |